

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 3 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **April 29, 2005** at 1:00 PM EST. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$25,000 to \$100,000 range.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

SCOPE OF SERVICES-PROJECT FINAL REVIEWS FOR THE CASS CITY TSC

PROJECT LOCATION: Various See list in Solicitation

CONTROL SECTION, JOB NUMBER: Various See list in Solicitation

DESCRIPTION OF WORK: Conduct final estimate reviews for local government contracts in the Cass City TSC area

I Primary Prequalification Classification:

Technical Assistance

II Secondary Prequalification Classification:

None required.

DBE Requirement: 0%

Provide information on personnel performing reviews of experience in reviewing construction records for finaling purposes.

The anticipated start date of the service is July 1, 2005.

The anticipated completion date for the service is July 1, 2006.

DESCRIPTION OF WORK:

General Description of Work: Conduct final estimate reviews for local government contracts in the Cass City TSC area.

MDOT Project Engineer/Manager:

Duane H. Maas, Delivery Engineer

Cass City TSC

6867 E Cass City Road

Cass City, Michigan 48726

Phone (989) 872-3007

Fax (989) 872-4464

email: maasd@michigan.gov

GENERAL:

- A. This Scope of Services consists of performing to the satisfaction of the Department all those Consultant Construction Engineering Services necessary to accomplish the work described herein consistent with applicable professional standards.
- B. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- C. The Consultant agrees to demonstrate knowledge and performance in compliance with the

standard construction practices of the Department; the Project-specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; Field Manager and Field Book software, and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

- D. The Consultant reviewing the projects can not have any other involvement in the projects subject to be reviewed.
- E. Provide information about the location of the office that will be in charge of the contract for this and any satellite offices that will actually be performing the review. When scoring, the location of the satellite office will be used.
- F. Also important will be past performance and capacity of the personnel performing the review, please include this information in your proposal.

CONSTRUCTION ENGINEERING SERVICES TO BE PERFORMED BY THE CONSULTANT:

The Consultant agrees to:

Provide an experienced employee who is familiar with the Michigan Department of Transportation procedures for project review, and can demonstrate an ability to conduct final reviews on Federal and/or State funded projects. The Consultant shall notify the Project Manager in writing who will be conducting the final estimate reviews. If the Consultant requests to change the personnel from the initial notification this request must be made in writing to the Project Manager for his/her approval 2 weeks prior to the new personnel conducting final estimate reviews.

Conduct project final estimate reviews and prepare all required documentation necessary to complete the project review process for MDOT consultant oversight projects and local government projects in Huron, Sanilac, and Tuscola Counties. The materials review will also be completed as part of this contract. The Consultant will be required to adjust their schedule as the dates fluctuate with no additional compensation. The final estimate review includes a follow up review of any projects which are found not to be in compliance as stated above.

Not review any project for which they had any concern or involvement during design or construction. If the Consultant is found to be reviewing any project for which they had concern, they will be immediately released from the Contract and no compensation will be given for review work on that project or for any additional claims due to being released from the contract.

Conduct all reviews at the office the project was administered from or an alternate location approved by the Project Manager.

Upon receipt of a notification from the Project Engineer requesting a review the Consultant shall call the Local Agency within 5 calendar days of receipt of their request, and schedule a date and time for the review. Confirmation of the date and time scheduled shall be done in writing, within 5 calendar days from the date it was scheduled, to the

Local Agency involved with a copy to the Project Manager listed above. The initial review shall be completed within 3 weeks of the Local Agencies initial request. If discrepancies are found, a follow-up review is necessary and the Consultant shall notify the Local Agency of the deficiencies in writing with a copy to the Project Manager listed above. The Consultant shall complete the follow-up review within 3 weeks of notification that the discrepancies have been remedied. Confirmation, for the follow-up review, of the date and time scheduled shall be done in writing, within 5 calendar days from the date it was scheduled, to the Local Agency involved with a copy to the Project Manager listed above.

Notify the Local Agency and the Project Manager in writing when the project final estimate review is complete. Attach to the review a log with the dates and hours spent on the review of the project.

If in the opinion of the Project Manager the Consultant is not performing their duties satisfactorily the Project Manager can either 1) Request the Consultant to supply an alternate employee capable of conducting the functions described above or 2) Release the Consultant from the Contract with no additional compensation beyond payment for work that was completed and performed within the terms of the Contract.

The Project Manager may revoke the Contract at any time for any reason with no additional compensation. Final payment will be based on work that was performed and completed within the terms of the Contract prior to being released from the Contract.

Provide the Project Manager with a monthly update on the review of all projects to include the date, hours worked and date review was completed. This can be completed with an email and an Excel spreadsheet indicating the project number and status of project.

SERVICES TO BE PERFORMED BY THE DEPARTMENT:

- A. The Project Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein at the time of the review.

PROJECTS TO BE INCLUDED UNDER THIS CONTRACT:

This Contract will be set up to include review of projects, in Huron, Sanilac, and Tuscola Counties. Currently there are fourteen local government projects for review, this is based on the preparedness of the project records. The Department's technical evaluation determined that the projects to be reviewed should take approximately 20 man hours per project for review and clean-up. A priced proposal varying from this estimate must include justification. Below is a list of projects that could be ready for review.

Cass City TSC
Projected Local Government Projects for 2005

<u>C.S.</u>	<u>Job No.</u>	<u>Project Location</u>	
32002	59705	Minnick Road Bridge, Huron County	
		Estimated Review Start: 10-15-05	Estimated Review Finish: 11-15-05
32555	77517	Sebewaing & Caseville Roads, Huron County	
	77519	Estimated Review Start: 11-15-05	Estimated Review Finish: 12-15-05
74555	78437	Old 51, Sanilac County	
		Estimated Review Start: 01-15-06	Estimated Review Finish: 02-15-06
74005	53439	Nicol Road Bridge, Sanilac County	
		Estimated Review Start: 10-19-05	Estimated Review Finish: 11-19-05
74011	73841	Marlette Rail Depot Enhancement, City of Marlette, Sanilac County	
		Estimated Review Start: 11-01-05	Estimated Review Finish: 12-01-05
74015	59823	Aitken Road Bridge, Sanilac County	
		Estimated Review Start: 12-15-05	Estimated Review Finish: 01-15-06
74023	53449	Church Road Bridge, Sanilac County	
		Estimated Review Start: 08-01-05	Estimated Review Finish: 09-01-05
74008	78959	Cooper Road Bridge, Sanilac County	
		Estimated Review Start: 12-15-05	Estimated Review Finish: 01-15-06
74026	78952	Burnsline Road Bridge, Sanilac County	
		Estimated Review Start: 12-15-05	Estimated Review Finish: 01-15-06
74555	77752	Main Street, Village of Carsonville, Sanilac County	
		Estimated Review Start: 08-04-05	Estimated Review Finish: 09-04-05
79014	78444	W. Main Street, Village of Millington, Tuscola County	
		Estimated Review Start: 09-01-05	Estimated Review Finish: 10-01-05
79031	82611	M-15 Streetscape, Village of Millington, Tuscola County	
		Estimated Review Start: 12-15-05	Estimated Review Finish: 01-15-06
79555	54307	Hurds Corner Road, Tuscola County	
		Estimated Review Start: 01-01-06	Estimated Review Finish: 02-01-06
79443	79135	Gilford Road, Village of Caro, Tuscola County	
		Estimated Review Start: 11-01-05	Estimated Review Finish: 12-01-05

PAYMENT:

The Consultant shall submit payment invoices after each project final estimate review is completed for payment. The invoice should include at a minimum: The project number, project location, date of review, and the number of hours spent on review.

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.